



## ***Order To Cash Training***

Department of Budget & Finance  
***Suzie Bishop***

# Agenda

- Chatfield's & SpeedCharts
- Chargecodes
- Cash Register Not Reset or Z'd Out
- Adjustments
  - Post FAR
  - P&P and CCU Adjustments - Returning funds
  - COSA Fee Adjustments
  - District Court Only - Adjusting Funds Received
- Revenue Refunds
  - Review Vendors
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- Revenue Reports
  - Important Reports & Queries
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  - Detail Trial Balance
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- Reconciling Clearing Accounts
  - Ledger Activity
- Voucher Activity Inquiry
- End of Month Overview
  - EOM Local Revenue Disbursement Flowchart
  - Processing Checklist
  - EOM Local Revenue Disbursement Tips
  - Closing Periods
  - Process EOM
- How to Schedule a Query
- Open Forum & Questions

# Understanding Chartfields in GEARS

- The Judiciary's full chartfield stream consists of 7 fields of information, which when combined define the proper allocation of transactions within general ledger, budgeting and revenue recording.
- All fields of the Chartfields are required to define and validate funding.

Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
C63	63010	0001	7503	6301	A6300	AY2019

# What is a SpeedChart?

- A SpeedChart code is used to automatically populate 5 of the 7 fields that make up the Chartfield string. The Code is also used as a Speedchart in billing, enter the revenue code and all fields will populate except for Dept.
- Increases data efficiency by reducing the number of keystrokes.
- Enter your Program Cost Account (PCA) in the SpeedChart field and the system will auto populate Batch Agency, Fund, Program, Appropriation Number, and PCA.
- In most cases, you will need to enter the two other fields, account and Appropriation Year.
- Enter the Appropriation Year (year is based on the ending period of the current fiscal year, i.e.. AY2019, unless the revenue was accrued).

Line 1

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 80.00

Calculate

SpeedChart

Ship To C63-ADCLK

Description Revenue refund

▼ Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets |

Copy Down	Line	Merchandise Amt	*GL Unit	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr
<input type="checkbox"/>	1	80.00	MDJUD	C63	63010	0001	7503	6301	A6300	AY2019

BI Creates GL Acct Entries

Bill Line Distribution - Revenue

Personalize | Find | View All | |

First 1 of 1 Last

Acctg Information

Reference Information

Code	Batch Agy	PCA	Fund	Account	Program	Approp Number	Approp Yr	Dept	Percentage
R630107503	C63	63010	0001	7503	6301	A6300	AY2019	CRD	100.000

# Chargecodes

## How To Look-up a Charge Code

This step is listed to help familiarize you with how to locate the Revenue Allocation for a specific charge code.

**NAVIGATION:** Main Menu > Set Up Financials/Supply Chain > Product Related > Billing Setup > Charge Code

The charge code search criteria page will display.

- SetID:** Enter JUDxx for your batch county
- Billing Charge ID:** Enter the full charge code id or a portion.
- Description:** change too Contains: Enter a portion of the charge code description
- Select the charge code link.

Favorites > Main Menu > Set Up Financials/Supply Chain > Product Related > Billing > Setup > Charge Code

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### Charge Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

SetID = JUD02

Billing Currency begins with USD

Billing Charge ID begins with RCS-1181

Description begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



# Chargecodes-continued

The charge code page will display once you select a charge code.

In the example below: RCS-1181 for JUD02 has 3 Revenue Distribution codes. Each one of these codes will need to be added to the **Acctg – Rev Distribution** page to accurately complete the allocation for this charge code.

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Charge Code Charge Code 2

SetID JUD02 Currency USD Charge ID RCS-1181

Find | View All First 1 of 1 Last

\*Effective Date 01/01/1951 Status Active

\*Unit of Measure EA List Price

\*Description BL Annapolis

Long Description BL Local Lic Costs Penalties 0202

219 characters remaining

Revenue Distribution Code \*Revenue Recognition Basis Invoice Date

\*Bill Type Identifier LIC Local Disbursement ☒

Tax Group Transaction Type Billing and Payment

VAT Group Transaction Sub Type None

Revenue Codes Personalize | Find | First 1-3 of 3 Last

Line	*Distribution Code	Description	Allocation Basis	Percent Allocation		
1	R020105460	R020105460	Percentage Allocation	3.0000	+	-
2	R020105466	R020105466	Percentage Allocation	5.0000	+	-
3	R022709588	R022709588	Percentage Allocation	92.0000	+	-

Disbursement Codes Personalize | Find | First 1 of 1 Last

Line	*Distribution Code	Description	Allocation Basis	Percent Allocation	Exclude From Interest Disbursement		
1	D022709511	D022709511	Percentage Allocation	92.0000	<input type="checkbox"/>	+	-

Save Return to Search Notify Add Update/Display Include History Correct History

Charge Code | Charge Code 2

# Cash Register Reset or Z'd Out

Occasionally, there may be an instance when a cash register was not Reset or Z'd Out on the day in which the Funds were received.

The below instructions are to be used if one or more of the registers was NOT Reset or Z'd-OUT from the previous evening.

As always, please contact Service Now should you have any questions or issues.

RCS/UCS:

- If the deposit has **not** been sent to the bank, the recommendation is to include both days work (previous day and current day) in the Z-Out for the current day and have just one deposit ticket for both days work.
- If the deposit **was** sent to the bank ,then perform the Reset for RCS, or the X-Out and then Z-Out process for UCS for the missed day's work. This will mark the previous day's work with the current date as the z-date.
  - Registers can continue to be used for current day's activity without any impact.
  - Go to JIS Bus – confirm the previous day's totals are correct. Submit data to GEARS.
  - Go to GEARS – following the GEARS Daily Deposit instructions, enter the Treasury Code (6 digit Deposit Number in both rows, row with yesterday's date and the row with today's date) and complete all queries, reports and processes.

# Cash Register Reset or Z'd Out continue

## However if:

- You have already completed the previous day's work in GEARS except for this register, then you will need to add a different Treasury Code (Deposit Ticket number) in GEARS. Use the next one in your stack with a note that this was used for Register XXX not Reset until the morning of xx/xx/20xx. Complete all queries, reports and processes.
- Send an email to Suzie Bishop and Vesta Davis informing them of the error so they are aware of it and can inform GAD.
  - Include the following information in your email to DBF:
    - Treasury Code (deposit id)
    - Actual Date Deposit was sent to the bank
    - Deposit Amount
    - Z-Date. (the z-date will be the date the RESET or Z-OUT occurred)
    - CCS: (Stand-alone registers Circuit Courts)
    - CCS disks are created one at a time. Each Z-Out creates a disk with a text file.
    - Modify the date to the correct Z-Out date and load the disk to the JIS Bus.
    - Go to JIS Bus – confirm the previous day's totals are correct. Submit data to GEARS.
    - Go to GEARS – following the GEARS Daily Deposit instructions, complete all queries, reports and processes.
    - Exception: if the Z-Out date was not modified, please enter a Help Desk ticket.



# Adjustment Types

- ▶ JDP (Adjustment Deposit)-To reduce or increase revenue for cash or check payments only as a post-Z adjustment, when a chargeback is expected from the bank.
- ▶ JAD (Adjustment Other)-To move the revenue from one charge code to another as a post-Z adjustment.
- ▶ JCR (Adjustment Credit Card)-To adjust the credit card deposit after the FAR Report has been completed.
- ▶ JCU (Adjustment CCU)-To adjust the CCU deposit after the FAR Report has been completed.
- ▶ JPP (Adjustment P&P)- To adjust the P&P deposit after the FAR Report has been completed.
- ▶ JBC (Adjustment Bad Check)-To reduce revenue collected for a returned check that was received.
- ▶ JER (Adjustment E-Recording)- To allocate E-Recording Payments.
- ▶ JEC (Adjustment Echecks)- To adjust electronic check after the FAR report has been completed. **Note:** Echecks and Credit Cards will be on the same FAR report.

# Adjustments-Post FAR

Occasionally there may be an instance when the Funds Allocation Report did not accurately reflect the deposit amount or allocation, and was not caught prior to running the Single Action Invoice process. Making a correction for this is referred to as a Post Far Adjustment. There are 2 basic types of Post FAR Adjustments that may be needed. The format of the Bill Lines will determine the type of adjustment made.

1. Use Scenario 1 - JDP (Adjustment Deposit): To adjust the Deposit Revenue amount as a Post-Z Adjustment. (Either Reduce or Increase the Revenue for Cash or Check payments only).
2. Use Scenario 2 - JAD (Adjustment Other):
  - a) To move the Revenue from one Charge Code to another Charge Code as a Post-Z Adjustment,
  - b) To make an amount correction for a Credit Card or STARS payment method.



# Adjustments-Returning Funds to CCU

1. Complete the Journal Adjustment Form

Examples are provided

2. Email the form to the Revenue email below.

Judiciary Finance Revenue Circuit Court - [jfrcs@mdcourts.gov](mailto:jfrcs@mdcourts.gov)

Judiciary Finance Revenue District Court - [judfinrevdc@mdcourts.gov](mailto:judfinrevdc@mdcourts.gov)

## Refund Fund to CCU

(DBF internal use only)	
Journal ID#	
Exclude JID#	
FMIS JE#	
DATE	
Agency Ref#	

LOCATION: \_\_\_\_\_

Prepare By: \_\_\_\_\_

Approved By: \_\_\_\_\_

(Note: Complete the area highlighted in yellow, Replace XX with location code)

REASON FOR ADJUSTMENT	FY	FINANCIAL AGENCY	BATCH COUNTY	PCA	OBJECT	DEBIT AMOUNT	CREDIT AMOUNT	TC	REV.	DESCRIPTION
Return Fund to	XX	C00	CXX	XX010	5468			411		
Central Collections		F10	na	12257	9651		-	410		
TOTALS						-	-			

Journal Adjustment Court of Special Appeal						(DBF internal use)			
						GEARS JID#			
						GEARS Exclude JID#			
						FMIS JE#			
						DATE			
						Court Reference #			
LOCATION						Prepared By:			
(only complete the areas in yellow, replace XX with your location code.)									
REASON FOR ADJUSTMENT	FY	Financial Batch	Batch Agency	PCA	OBJECT	DEBIT SUM AMOUNT	CREDIT SUM AMOUNT	TC	CASE NAME
Transfer Appeal Cases to	XX	C00	CXX	XX010	5466			411	
Court of Special Appeals			CXX	XX030	6234			411	Case Number
			C2R	2R010	6213		-	410	
			C2R	2R030	6234		-	410	Case Number
									Case Number
									Case Number
									Case Number
									Case Number
									Case Number
									Case Number
									Case Number
									Case Number
revised 7/1/16 smb						-	-		



# Revenue Refund Process

- Revenue Refunds are required when an overpayment is received and a refund check needs to be issued. This is a 2-part process. Please be sure both parts are completed.

**Part 1.** Enter a new voucher in Accounts Payable to send a check to the vendor.

**Part 2.** Enter an adjustment bill in billing to capture the charge code of the refund, so that the EOM Local Revenue process will be adjusted accordingly. *(District Court locations need to process this adjustment ONLY if the refund is for a Local Revenue item.)*

**Note:** Verify that you are using the correct PCA codes. Revenue PCA's are all numeric (ex. 01010).

# Vendor Search & Verification

- Searching for Vendor by FEIN# or SS# is recommended.

Example: Lexington National Insurance: 52-1662720

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Review Vendors

Search Criteria

\*SetID

Equal to   
Equal to   
Vendor Status

Name   
Withholding Name

Vendor ID    
Short Name    
Classification   
Type   
Persistence

Equal to   
Customer Number   
ID Type  Tax Identification Number   
VAT Registration ID   
Withholding Tax ID

Address   
City   
Country    
State    
Postal   
Bank Account #

Max Rows

Search Results

Personalize | Find | View All |   First 1 of 1 Last

Main Information | Additional Vendor Info | Audit Information

Actions	Vendor ID	Short Name	FEIN Number	Mail Code	Name 1	Address	Address Line 2	City	State	Postal Code	Status
▼ Actions	0000005519	LEXINGTON-001	521662720	000	LEXINGTON NATIONAL INSURANCE CORP	PO BOX 6098		LUTHERVILLE	MD	21094-0000	Approved

- Verify that the vendor information in GEARS matches your invoice:
  - ❖ FEIN#
  - ❖ Remit to Address
  - ❖ Complete a Vendor Maintenance form if changes are needed.

# OTC Important Reports & Queries

No.	Used When?	Report/Query Name	Description	Navigation
1	Daily Bus	Fund Allocation Report	Summary report by PCA and Account, of the revenue deposit transactions for a specific Treasury Code (deposit ticket #) and Z-Date. This report is for Cash and Checks only. Should match the actual deposit sent to the bank for a given date.	Main Menu > Billing > Interface Transactions > AOC All Fund Allocation Rpts
2	Daily Bus	AOC_CHARGE_ID_ALLOCATIONS	List of all cash and check bills. Can be run daily, monthly for all accounts or an individual account.	Query Viewer
3	As Needed	AOC_AP_REV_REFUNDS	List of Vouchers entered for Revenue Refunds. Displays vendor, date paid, and state check number once issued.	Query Viewer
4	Local Rev EOM	AOC_LOCAL_REVENUE_DISBURSEMENT	List of Local Revenue Bills and Vouchers disbursed for a given month.	Query Viewer
5	Local Rev EOM	Disbursement Transmittal Summary	Listing of bills to be disbursed to Local Agencies	Maryland Judiciary>Reports>Disbursement Reports
6	Local Rev EOM	AOC_CHARGE_ID_ALLOC_EOM	List of all bills and all payment methods for all bill types, that have a charge code on the bill that should be distributed to a local agency. Intended to be run monthly to balance your LRV, Local Revenue Disbursement Bill.	Query Viewer
7	Research	AOC_BILL_ADJUSTMENTS	Report of all bills with a bill type other than BUS. (i.e. JAD,JBC, etc) by date range	Query Viewer
8	Research	AOC_CHARGE_ID_ALLOC_1CODE_EOM	List of transactions for a range of dates or one date for one charge code for all bill types including adjustments.	Query Viewer
9	Research	AOC_CHARGE_ID_LIST_WDISBURSMNT	List of all charge codes and applicable disbursement information available to your court.	Query Viewer
10	Research	AOC_CHARGE_ID_LISTING	List of all charge codes available to your court.	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_LISTING
11	Research	AOC_CHARGE_ID_ALLOC_BY_ACCT	Charge Items all by account number	Main Menu > Reporting Tools > Query > Query Viewer > AOC_CHARGE_ID_ALLOC_BY_ACCT

# Trial Balance Report

Main Menu>General Ledger>General Reports>Trial Balance

Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > Trial Balance

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### Trial Balance Report

Run Control ID: TrialBalanceCC      Report Manager   Process Monitor   **Run**

Language: English ▾

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**Report Request Parameters**

Unit: MDJUD      \*Ledger: ACTUALS      **Include Adjustment Periods**

Fiscal Year: 2019      Period: 3      Adjustment Period: 1

Currency Option: Base      Currency:      + -

☒ Display Full Numeric Field      Date Code: All      Refresh

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**ChartField Selection**      Personalize | Find | 1-14 of 14      First   Last


Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Program Cost Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14010	14990
2	Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3011	9743
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2019	AY2019
5	Batch Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	C14	C14
6	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save   Return to Search   Previous in List   Next in List   Notify   Add   Update/Display

# Detail Trial Balance Report

Main Menu>General Ledger>General Reports>  
GL Trial Balance Detail Report

Favorites ▾ Main Menu ▾ > General Ledger ▾ > General Reports ▾ > GL Trial Balance Detail Report

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GL Trial Balance Detail Report

Run Control ID TrialBalanceDetailCC Report Manager Process Monitor [Run](#)

**Report Request Parameters**

GL Trial Balance Detail Report

\*Business Unit: MDJUD \*Ledger: ACTUALS \*Fiscal Year: 2019 Approp Year (eg: AY2019 AY2000):

\*Accounting Period From: 3 \*Accounting Period To: 3

\*Batch Agency From: C14 \*Batch Agency To: C14

\*PCA From: 14270 \*PCA To: 14270

Account From: 9511 Account To: 9588

Project ID From: Project ID To:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)



# Revenue Detail Activity Report

Main Menu>General Ledger>General Reports>Revenue Detail Activity Report

**GEARS**  
MARYLAND JUDICIARY

Run Control ID RevenueActivityCC      Report Manager      Process Monitor      **Run**

**Report Request Parameters**

**Revenue Detail Activity Report**

\*Business Unit: JUD14 🔍

\*Accounting Date From: 09/01/2018 📅      Accounting Date To: 09/30/2018

\*PCA From: 14010 🔍      \*PCA To: 14990 🔍

\*Account From: 3011 🔍      \*Account To: 9743 🔍

**Save**    **Return to Search**    **Notify**      **Add**    **Update/Display**

# Reconciling Clearing Accounts

All Clearing Accounts should be reconciled monthly. This includes CCU, P&P, Chargeback and Judgment Liens. If there are any remaining balances, they should be easily identified and accounted for. At the end of the fiscal year, all clearing accounts must net to zero. Accruals at year end may be necessary for account balances, but only with proper supporting documentation.

## ***So what report should you use?***

We recommend using the Ledger Activity Report. This report will show you both receipt and allocation accounts.

***Helpful hints:*** When reconciling Judgment lien, if the journal ID begins with '000' the entry was posted by DBF. If you open the journal and click on the attachment, the supporting documentation can be viewed.

# Reconciling Clearing Accounts

## General Ledger Activity Set up

How to run the General Ledger Activity Report?

Navigation: **Main Menu > General Ledger > General Report > Ledger Activity**

***Enter the criteria below:***

- ▶ General Ledger Run Control ID, create a new one.  
Name examples: LAP&P or LACCU
- ▶ Select a Leger - Actuals
- ▶ Enter Fiscal Year - 2019
- ▶ Enter a Period From: 1 To: 12
- ▶ Select the checkbox - Show Journal Detail
- ▶ Click the Refresh button to show Chartfield Selection Screen

# Reconciling Clearing Accounts

## General Ledger Activity Set up Continued

- ▶ Sequence – The order in which the information will appear on the report.  
Batch Agency, PCA, Account and Fiscal Year
- ▶ Click the select box that corresponds to the chartfield to display on the report. For Batch Agency, PCA and Account, check the following boxes: Include CF, Summarize, and Detail. For Appropriation Year, check only the include CF box.
- ▶ Value: (replacing XX with JUD Number/Batch Agency)
  - ▶ Batch Agency    CXX
  - ▶ Central Collections (CCU)                      PCA XX010            Account 5467 to 5468
  - ▶ Parole and Probation (P&P)                      PCA XX240            Account 9651 to 9653
  - ▶ Chargeback Clearing                              PCA XX990            Account 9651 to 9652
  - ▶ Judgment Lien                                      PCA XX290            Account 9654 to 9654
  - ▶ Fiscal Year
  - ▶ Click Save

# Ledger Activity Report

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Main Menu>General Ledger>General Reports>Ledger Activity

**GEARS**  
MARYLAND JUDICIARY

### Ledger Activity Report

Run Control ID: LedgerActivityCC  
Language: English

Report Manager Process Monitor **Run**

#### Report Request Parameters

Unit: MDJUD  
Ledger: ACTUALS  
Fiscal Year: 2019  
Currency: USD  
From Period: 1  
To Period: 12  
Date Code: All

☐ Show Discrepancies Only ☒ Show Journal Detail ☐ Display Full Numeric Field ☐ Display Closing Entry

**Include Adjustment Periods**  
Adjustment Period: 1

**ChartField Selection**

Sequence	ChartField Name	Include CF	Summarize	Detail	All Values	Value	To Value
1	Batch Agency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C14	C14
2	Program Cost Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	14990	14990
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9651	9652
4	Approp Year	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AY2019	AY2019
	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Appropriation Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Refresh**

Personalize | Find | 1-14 of 14 | First | Last

**Save** **Return to Search** **Previous in List** **Next in List** **Notify**



# Voucher Activity Inquiry

## Breadcrumbs:

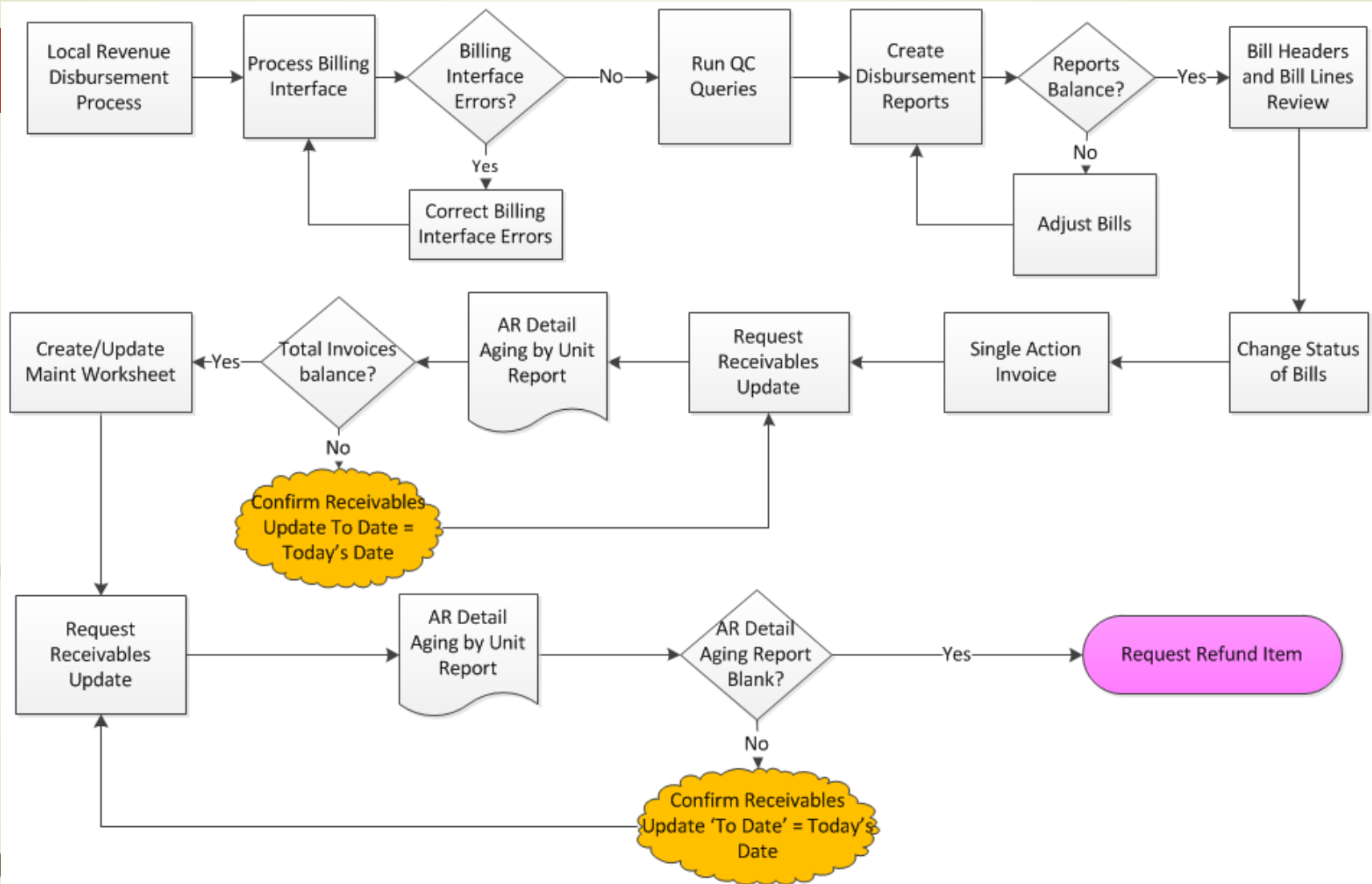
Accounts Payable>Review Accounts Payable  
Information>Vouchers>Voucher Activity Inquiry

- The inquiry page will allow you to search the following criteria: Voucher ID #, PO #, PCA, Entered By, Budget Status, Approval Status, Match Status, Invoice Description, etc.
- Check this inquiry page on a regular basis to ensure all vouchers are moving forward in the payment process.
- For revenue refunds, please use your location's revenue PCA and a date range.

# Voucher Activity-Statuses

- Not Submitted / In the field – If the voucher does not meet the criteria for being moved into the DBF queue, it would show this status. i.e., not submitted for approval, not budget checked.
- DBF in Process – The voucher has been placed in a Control Group for payment. The control group can be found on the AOC MD payment tab of regular entry, Control Group ID.
- DBF Processing Hold – This status would capture those vouchers that are in one of the DBF special hold control groups.
- Submitted to State – The voucher has been submitted to the state for payment via our daily electronic file, as evidenced by the population of the ref document number. This information is found on the AOC MD Payment tab of the regular entry.
- Paid by State – The voucher has payment information from the state in the AOC MD payment tab of regular entry.
- Cancelled Payment – The voucher went through the payment selection process but subsequently, the payment was cancelled.
- Closed – The voucher was posted and then subsequently closed.

# End of Month Local Revenue Disbursement Flowchart



# Processing Checklist

Frequency	Court(s)	Task	Due Date	Send to:
Daily:				
	CC/DC	Deposits	Daily	
Monthly:				
	CC/DC	End of Month - Local Revenue	15th of the month	
	CC	Journal Adjustment - Court of Special Appeals	As needed	
	CC/DC	Journal Adjustment - Bad Checks	Weekly	
	CC	Journal Adjustment - Parole and Probation	3rd week of the month	UCS reports & adjustments to DBF- Revenue email
	CC	Journal Adjustment - Returning funds to P&P	3rd week of the month	To DBF email
	CC/DC	Journal Adjustment - CCU allocations	3rd week of the month	UCS reports & adjustments to DBF- Revenue email
	CC/DC	Journal Adjustment - Returning funds to CCU	3rd week of the month	To DBF-Revenue email
	CC/DC	Revenue Refunds	Daily	
	CC/DC	DC Appeals to CC	3rd week of the month	To DBF-Revenue email
	MDEC Only	Judgment Liens	3rd week of the month	To DBF-Revenue email
Reports:				
	CC	Non Resident Tax (MW506) Report	15th of the month	To DBF-Revenue email
	CC/DC	Escrow/Court fund Accounts (include Bank Statement)	CC – Quarterly DC -Yearly	To DBF-Revenue email
	CC/DC	Accounts Receivable Summary for Month Ending	15th of the month	To DBF email (Hoa Dagirmanjian)

# EOM Local Revenue Disbursements Tips

- District Court – Run the AOC\_CHARGE\_ID\_ALLOC\_EOM query. If the Query does not produce any results, you have no transactions to process for the month. There are no processes to be done.
  - Balance the money collected and adjusted with the Disbursement Summary Report. If this does not balance, identify the difference to make a correction. If you need assistance, contract service now and someone from the GEARS OTC Team will contact you.
- Circuit Court – Run the AOC\_CHARGE\_ID\_ALLOC\_EOM query. The total should equal the amounts on your Disbursement Transmittal Summary Report.

**Do not rely only on the R-1 report to see if there are local transactions to process. This report will not include any adjustments that were made during the month.**



# Closing Periods

- Close date will be around the 15<sup>th</sup> of the Month. See schedule below for **FY19**:

<u>MONTH</u>	<u>LAST POSTING DATE</u>
--------------	--------------------------

October	November 15
---------	-------------

November	December 17
----------	-------------

December	January 15
----------	------------

January	February 15
---------	-------------

February	March 15
----------	----------

March	April 15
-------	----------

April	May 15
-------	--------

May	June 17
-----	---------

June	Please follow deadlines that will be published in the year-end schedule.
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- This means all processing that should be reflected in a particular month's work would need to be completed by the posted date:
  - Refunds
  - End of the Month work
  - Order to Cash Interest will be shifted forward and processed in the following month:
    - For example, if your court processes interest on a monthly basis, the August interest received (usually by September 15<sup>th</sup>) would be processed in your September EOM work, rather than waiting to receive the interest amount to process your August EOM disbursements. The same principle would apply to quarterly interest disbursements.
    - Exception: At Year-end, everyone will need to wait for the June interest to complete their final year-end disbursements.
- Months will be officially closed within the GEARS system to prevent further processing and messages will be received if attempts are made to process transactions in closed months.
- The DBF suggests that courts attempt to have their EOM month process completed by the 10<sup>th</sup> of each month to comply with the close schedule.
- When an error message is received, please reference the "What To Do" document on the GEARS website under the General Section of the Tip Sheet page.

# Process End of Month

## Following the OTC Manual

- STEP 1: Create Local Revenue Bills
- STEP 2: Run the Billing Interface
- STEP 3: Verify Data
- STEP 4: Run Disbursement Reports
- STEP 5: Post Local Revenue Interest - CIRCUIT COURT ONLY
  - STEP 5.1 – Generate and Print Local Revenue Disbursement Reports
  - STEP 5.2 – Create a Local Interest Bill
- STEP 6: Update Bill Status
- STEP 7: Process Single Action Invoice
- STEP 8: Run the AR\_UPDATE Process for Local Revenue
- STEP 9: Verify Local Revenue Disbursements
- STEP 10: Run the AR Aging Report
- STEP 11: Create a Refund Worksheet
- STEP 12: Re-Run the AR\_UPDATE Process for Local Revenue
- STEP 13: Re-Run the AR Aging Report
- STEP 14: Load to AP for Voucher Creation

# How to Schedule A Query

There are times when scheduling a query is beneficial, when either the query takes too long to run or has more rows than can be displayed on a page.

*Scheduling a query can be done in three steps:*

- ▶ STEP 1: Search for a Query to Schedule
- ▶ STEP 2: Schedule the Query
- ▶ STEP 3: Open the Schedule Query


**Note:** Instruction can be found on the GEARS, in the General Section of the tip sheets.

# Scheduling a Query

**Step 1:** Search for a Query to Schedule

**NAVIGATION:** Main Menu > Reporting Tools > Query > Query Viewer

Navigation: Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Query ▾ > Query Viewer

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### Query Viewer





Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  ▾ begins with

[Advanced Search](#)

### Search Results

\*Folder View  ▾

Query										Personalize   Find   View All    	First  1 of 1  Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites		
AOC_CHARGE_ID_ALLOC_EOM	Charges inc9588,9591,7530w/OTH	Public	OTC	HTML	Excel	XML	<div>Schedule</div>	Lookup References	Favorite		

# Scheduling a Query – continued

## Step 2: Schedule the Query

- Add query name - The exact name of the query. For example: `AOC_CHARGE_ID_ALLOC_EOM`
- Query parameter - Your batch agency, From and To dates
- Schedule Query – Enter the desired description
- Process schedule request - Enter Date and time in which to run the query
- Query viewer - Display query


# Scheduling a Query – continued

## Step 3: Open the Scheduled Query

**NAVIGATION:** Main Menu > People Tools > Process Scheduler > Process Monitor

Favorites ▾

Main Menu ▾ > PeopleTools ▾ > Process Scheduler ▾ > Process Monitor

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Process List

Server List

View Process Request For

User ID

GERLINDE.HOF

Type

Last

8

Hours

Refresh

Server

Name

Instance From



Instance To

Run Status

Distribution Status


☒ Save On Refresh


Process List

Personalize | Find | View All |  

First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1821021		Application Engine	PSQUERY	GERLINDE.HOFLEITNER	10/24/2018 8:19:58AM EDT	Success	Posted	Details



 Save

 Notify

Process List | Server List



# Open Forum & Questions

- 
- What other processes or reports would you like to see today?
  - Are there any GEARS OTC challenges you are having that we can assist with?
  - Any suggestions?
  - Any other questions?
- 



**Please feel free to Contact Us:**

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410-260-1114 or email: ServiceNow  
<mdcourts@service-now.com>

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